

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: July 31, 1997

From: E. Carmines

Subject: LIMS Team Meeting Minutes for 7/31/97/97

Attendees: C. Ament, P. Callaham, E. Carmines, F. Logan, J. Sampson, J. Wickham, M. Goffman

Business Conducted:

- Review of Goffman visit and plan for development of request for proposal for LIMS system.
- Development of information necessary for JAD meetings:
 - ◆ Description of what the lab is and what it does.
 - ◆ Simple process map of sample and information flow.
 - ◆ The sample numbering system used.
 - ◆ Examples of work requests.
 - ◆ Examples of reports.
 - ◆ Disposition of samples after analysis.
 - ◆ Examples of calculations that the system should be able to perform.
 - ◆ List of equipment by manufacturer, model and year.
 - ◆ Average number of samples handled and number and type of analyses per month.
 - ◆ Description of what happens to any electronic data files created during the analysis process.
 - ◆ Wish list of what could be added to enhance the operation of the system or laboratory.
- A time line was developed and will be put in the LIMS folder by R. Lipps. The current program appears to be completable in about 7 months.

Action Items:

- J. Sampson will discuss with the K. Koller the labs to be included in the LIMS system and the potential order that they will come on line.
- J. Sampson will determine how we will handle confidential information to be supplied to potential vendors and M. Goffman.
- J. Wickham will discuss with ITD management the potential for storage of large images and potential storage capacity problems associated with the LIMS system.
- J. Sampson will discuss with K. Koller the concept of not piloting the system because of time and cost constraints.
- J. Wickham will discuss with ITD management the requirement for Sybase over Oracle based systems and the impact this may have on the selection process.
- M. Goffman will identify potential installed LIMS systems to visit.
- M. Goffman will send a generic description of the JAD process along with any sample information to be provided to the JAD participants by Aug. 6.
- M. Goffman will provide a generic job description for a LIMS administrator.
- M. Goffman will develop a list of minimum system requirements based on his initial visit by Aug. 13.
- M. Goffman will develop a rough system cost estimate by Aug. 13 to include but not be limited to:
 - ◆ System cost
 - ◆ Installation
 - ◆ Validation
 - ◆ Training

- ♦ Oracle license if needed.
- M. Goffman will investigate how other regulated industries are handling raw data storage.
- M. Goffman will determine the additional costs associated with piloting a system as compared to a full installation.
- J. Sampson will invite K. Koller and B. Good to the next meeting.

Agreements:

- All correspondence with M. Goffman will be through J. Sampson.
- M. Goffman will receive a copy of all minutes.

Next Meeting:

Date: August 7.

Agenda:

- Set up JAD meeting agendas for week of September 2.
- Review M. Goffman's response on JAD meetings and distribute. Responses back to J. Sampson by Aug. 21.
- Responses to be sent to M. Goffman by Aug. 22.
- M. Goffman will be back on September 2, to lead the JAD sessions.

Distribution:

✓Ament, C.	✓Laffoon, S.	✓Sampson, J.
✓Carmines, E.	✓Lisbon, D.	✓Wickham, J.
✓Good, B.	✓Logan, F.	
✓Koller, K.	✓Mazur, C.	